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13 March 1952

MEMORANDUM FOR: Assistant Director for Collection and Dissemination

THRU: CIA Top Secret Control Officer
Chief, General Services

FROM: [REDACTED], Organization and Methods Examiner

SUBJECT: Survey of Top Secret Control System of the Office
of National Estimates

1. Title of Station: Office of National Estimates
Area Top Secret Control Office

2. Area TS Control Officer: [REDACTED]
Alternates: [REDACTED]

3. Inclusive Survey Dates: 12 March 1952

4. Obvious Departures from Basic Agency System:

a. A considerable volume of documents is received direct in ONE from outside agencies. Present practice is to assign an ONE number to these documents. It is recommended that CIA 6-digit numbers be assigned such documents under the procedure outlined in the report on OO. It appears that this is an Agency-wide problem. The examiner suggests that all Offices of CIA should be instructed to handle documents from outside agencies in the manner suggested above.

b. ONE Staff members hand-carry documents to meetings without clearing them through channels. The only suggestion the examiner has to overcome this problem, which is also Agency-wide, is that the higher echelons should be indoctrinated periodically by I&S as to the importance of observing channels in their handling of Top Secret documents. Within each Area TSCO's should be instructed to always obtain signatures from officials in possession of documents so that control can be at least exercised to that point. However, this does not overcome the danger of ultimate loss of documents through lack of complete control.

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5. Security Hazards:

Item 4.b., above.

6. Unique Problems:

None

7. General Remarks:

More space is needed by ONE on green cover sheets in both the "Routing" and "Seen By" columns. The examiner believes that sufficient evidence of this need has been obtained in the survey to justify proceeding immediately with a revision of the green cover sheet. The space between lines could be reduced by half, allowing more lines, and the "Seen By" column could be made into two columns.

8. Recommendations for Improvement and Commendation:

a. Improvement:

(1) ONE has difficulty getting loan documents out to other Offices. The examiner suggests use of a deadline tag and a tighter follow-up system internally.

(2) ONE maintains a separate log of ONE originated documents, then enter these documents on the weekly log. To eliminate duplication, the examiner suggests one entry only on the weekly log.

b. Commendation:

ONE's Top Secret Control system is excellent in that it is very complete, neat, current, and systematic. The examiner was welcomed in a cordial and cooperative manner.

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